

MCO P2066.1

MARINE CORPS INSTALLATION TELEPHONE SYSTEMS



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1. Purpose. To provide a basic reference for the operation of Marine Corps installation telephone and wire systems, and for the management of leased circuits.
2. Scope. This Manual pertains to all telephone, leased line, data, dedicated and Defense Communication System (DCS) circuits used by the Marine Corps, and all circuits which are on Marine Corps installations.
3. Distribution. This Manual has been assigned Distribution Code S, and those activities concerned will receive updated printouts of their Individual Activity Table of Allowances for Publications indicating Distribution Code S. Requests for increases or decreases in allowance quantities should be submitted to the Commandant of the Marine Corps (Code HQSP) in accordance with reference (a). A future change to reference (b) will include Distribution Code S.
4. Reserve Applicability. This Manual is not applicable to the Marine Corps Reserve.
5. Certification. Reviewed and approved this date.

Assistant Commandant
of the Marine Corps
and Chief of Staff

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ENCLOSURE (1)

MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

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MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 1

GENERAL

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MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 1

GENERAL

1000. TELEPHONE SYSTEMS

1. Administrative telephone systems are provided at each shore activity in the Department of the Navy (DON) for the transaction of official business. Systems may be leased or government-owned to provide essential service for both local and long distance calls.
2. At most activities, access is available to circuits of one or more of the U.S. Government telephone systems. These include the Automatic Voice Network (AUTOVON) of the Defense Communications System (DCS), the General Services Administration's Federal Telecommunications System (FTS), and the Defense Telephone System (DTS) in major cities.
3. Secure (encrypted) telephone service is provided by the Automatic Secure Voice Communications Network (AUTOSEVOCOM) of the DCS to a specified number of commands.
4. In areas where commercial telephone service is not readily available unofficial service may be supplied to family housing and other users on a reimbursable basis.

1001. CATEGORIZING TELEPHONE EQUIPMENT

1. General. Plant account property consists of Marine Corps-owned assets, and is divided into four classes. Class 1 is real property, or land; class 2 is buildings and structures; class 3 is capital equipment of a non-industrial nature; and class 4 is industrial-type capital equipment. Information on classifying plant account property is contained in the NAVCOMPT Manual, volume 3.
2. Installed Cable. Cable installed within a building, together with its conduit, is considered to be part of the structure and is Class 2 Plant Account Property. Outside the building the telephone cables and ducts comprise the utility system and are considered Class 2 Plant Account Property.
3. Exchange Switching Equipment. Exchange switching equipment meeting the investment criteria of the current editions of MCO 4200.9 and MCO P11000.5 will be Class 3 Plant Account Property.
4. Telephone Instruments. Individual telephone instruments are considered to be part of the Class 3 Plant Account Property.
5. Defense Communications System (DCS) Components. The Commander, Naval Telecommunications Command (COMNAVTELCOM) furnishes all equipments required for connection to the DCS, whether these equipments are leased or government-owned. Navy-furnished items are not listed under the Marine Corps Plant Account System. The exception to this rule is the terminating device placed on each AUTOVON trunk at Marine Corps-owned administrative telephone exchanges, which is always purchased by the Marine Corps and is controlled as plant account property.

1002. SYSTEMS WITHIN THE PURVIEW OF THIS MANUAL. The following systems, on Marine Corps installations, are governed by the provisions of this Manual: administrative telephone systems, leased- and dedicated-circuits, automated data processing circuits, telegraph and teletypewriter facilities, intercommunications systems, Automatic Digital Network, Automatic Voice Network, and Automatic Secure Voice Communications.

1003. NAVY-MARINE CORPS RELATIONSHIP. The control and use of communications is a function of command. The Chief of Naval Operations (CNO) under the Secretary of the Navy (SECNAV) exercises overall authority throughout the Department of the Navy over communications except wherein such responsibility rests with the Commandant of the Marine Corps (CMC), in accordance with NWP-4. Marine Corps installation telecommunications requirements are reviewed by the CMC, then forwarded to the CNO for implementation. The CNO validates the requirement, after which the COMNAVTELCOM plans, programs, and provides equipment and leased services to satisfy the requirement. Personnel, maintenance, and military construction (MILCON) support are provided by the Marine Corps.

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CHAPTER 2

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CHAPTER 2

RESPONSIBILITIES

2000. GENERAL. This chapter provides definitions and delineates general responsibilities for Marine Corps installation telephone systems, which are also characterized as naval administrative telephone systems and includes those systems identified in paragraph 1002.

2001. ACTIVITY PROVIDING TELEPHONE SERVICE (APTS)

1. The APTS is the Marine Corps activity which owns and manages or leases the installation's telephone system. Authority is normally delegated to the installation communications-electronics officer (CEO) for daily system management.
2. As the head of the activity owning or leasing the telephone exchange and associated equipment, the installation commander exercises managerial authority over the installation telephone system. This authority is usually delegated to the installation CEO or a senior staff officer as directed by the commanding officer.
3. Specific responsibilities of the APTS include:
 - a. Planning, programming, budgeting, and coordinating for telephone system installations and upgrades with contracting activities.
 - b. Providing adequate administrative and command and control telephone service to subscriber commands.
 - c. Inspecting the installation telephone system, and submitting reports, surveys and reviews as necessary.
 - d. Assigning an Installation Telephone Officer to supervise the overall operation and maintenance of all installation telephone activities.
 - e. Verifying the accuracy of all transactions conducted with the civilian telephone company.
 - f. Maintaining detailed records of the installation telephone system equipment and cable routes.
 - g. Preparing and distributing the installation telephone directory.
4. The APTS is authorized to ratify the Communication Service Authorizations (DD Form 428) and the Commercial Communications Work Orders (DD Form 1367) (see appendix A) for minor changes in leased services, in consonance with the NAVFAC P-68 Contracting Manual, and the terms of the basic telephone contract.

2002. INSTALLATION COMMUNICATIONS-ELECTRONICS OFFICER. The telephone and associated wire systems are normally the largest communication assets on a given installation and are under the staff cognizance of the installation CEO. Under this authority, the installation telephone officer usually performs the routine functions of the APTS.

2003. SUBSCRIBER ACTIVITIES

1. Any unit, office, organization, or department which receives telephone service from the APTS is considered a subscriber activity. Included are FMF units, subordinate installation organizations, and other tenant activities.
2. As the customer receiving telephone service, the subscriber activity has several responsibilities. Among these are:
 - a. Safeguarding and restricting to official use only, the telephone equipment installed in occupied spaces.
 - b. Maintaining a record of all commercial toll calls made by the unit.
 - c. Verifying toll calls and equipment in use as listed on the telephone bill.
 - d. Assigning a telephone control officer in accordance with the current edition of the NAVFACINST 2300.2.
 - e. Informing the APTS of any planned changes which will impinge on telephone support.
 - f. Ensuring that all additional lines and circuits, temporary or long term, to be established on the installation are approved by the APTS prior to installation.

2004. UNIT TELEPHONE CONTROL OFFICER

1. The installation commander may determine which administrative entities in the command and in the tenant activities are defined as subscriber activities. The installation commander may direct subscriber activities to designate a unit telephone control officer. That officer then becomes the point of contact between the APTS and the unit represented.
2. The specific duties of the unit telephone control officer are:
 - a. Verifying the unit's monthly telephone bill.
 - b. Authorizing, along with other individuals designated by the unit commander, long distance toll calls.
 - c. Notifying the APTS in advance of any unit actions which will affect the installation telephone system (relocations, expansions, reorganizations, etc.).

2005. COMMANDANT OF THE MARINE CORPS. The CMC through the Deputy Chief of Staff for Installations and Logistics (CMC, Code L) budgets for and funds the construction, expansion and upgrading of outside cable facilities. The Director, Command, Control, Communications and Computer (C4) Systems Division (CMC (Code CC)) validates major telephone requirements; to include MILCON projects for telecommunications facilities. The Director, C4, (Code CCT) also processes telecommunications service requests (TSR's) for DCS circuits and leased lines.

2006. CHIEF OF NAVAL OPERATIONS. As specified in the current edition of OPNAVINST 11120.6 and Navy Regulations, chapter 2, article 0204(F), the CNO has the specific duty of "maintaining an adequate and secure communications system throughout the Department of the Navy." The CNO reviews, validates, and approves all requirements for communications except

administrative telephone systems, intercommunications systems, short-haul leased lines (50 miles or less), and public address systems.

2007. COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND. The NAVFACENGCOM has primary technical responsibility within the DON for design, procurement, installation, repair, alteration, and maintenance of administrative telephone systems in accordance with the current edition of NAVMATINST 2305.5. The relationship between the NAVFACENGCOM and the Marine Corps activities is addressed in the current edition of MCO P11000.7. Marine Corps installations draw support from the cognizant NAVFACENGCOM engineering field division (EFD) located in their geographic area.

2008. COMMANDER, NAVAL ELECTRONIC SYSTEMS COMMAND (NAVELEX). The NAVELEX has primary technical responsibility for long-haul, point-to-point, and tactical communications. These include the AUTOVON and the AUTOSEVOCOM installations and leased (dedicated) line engineering support, as specified in the current edition of NAVMATINST 2305.5. The NAVELEX engineering field activities (EFA's) normally work directly with users within their geographical area of responsibility.

2009. COMMANDER, NAVAL TELECOMMUNICATIONS COMMAND (COMNAVTELCOM). The responsibilities and authority of the COMNAVTELCOM are delineated in the current edition of OPNAVINST 5450.184, and include approval of the AUTOVON and the FTS circuit requests, as well as validation of all leased line requirements except the Wide Area Telecommunications System (WATS). These functions are performed in the capacity of the Telecommunications Certification Office (TCO) for the DON. The TCO is the activity which certifies to the DCA that a specified telecommunications service or facility is a validated, coordinated and approved requirement and will be funded accordingly. The COMNAVTELCOM funds for all the AUTOVON and the AUTOSEVOCOM leased lines and network ("backbone") charges within the DON.

2010. DIRECTOR, DEFENSE COMMUNICATIONS AGENCY (DCA). The DCA reviews, approves and directs that service be provided via a TSR, which is an approved and funded telecommunications requirement. The DCA directs their Operations Center (DCAOC) to provide approval and the technical, engineering guidance on all TSR's from the Department of the Navy's (DON) TCO, COMNAVTELCOM.

2011. DEFENSE COMMERCIAL CONTRACTING OFFICE (DECCO). Upon receipt from the DCAOC of an approved TSR to start, stop, modify, or change equipment for the DCS or leased circuits, the DECCO then issues the communications service agreement (CSA) for the service required and contracts with the appropriate vendors to obtain the desired service.

MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 3

ESTABLISHING SERVICE AND MAKING MAJOR CHANGES

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MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 3

ESTABLISHING SERVICE AND MAKING MAJOR CHANGES

3000. GENERAL

1. The following paragraphs provide information on the establishment of service and for making major changes to the administrative telephone system.
2. The current edition of SECNAVINST 11120.1 covers the programming of all major telecommunications requirements exceeding \$100,000, both leased and government-owned.
3. The current edition of MCO P11000.5 discusses funding considerations and approval for the procurement and control of government-owned telephone central office equipment (class 3 and 4 properties).

3001. ADMINISTRATIVE TELEPHONES

1. When the need for major new service is identified, the APTS normally requests support from the cognizant Engineering Field Division (EFD) of the Navy Facilities Engineering Command (NAVFACENGCOM) which will provide preliminary feasibility and engineering studies. When establishing administrative telephone service, the provisions of the current editions of MCO 4860.3 and MCO P11000.5 apply, particularly sections dealing with new starts, expansions, and funding. The Marine Corps will rely on private industry to provide for the required products/services, consistent with readiness requirements.
2. The EFD performs the following: develops specifications and estimates the cost of the proposed system, sends requests for proposals (RFP's) to vendors, receives and reviews proposals and costs, determines and recommends the least-cost service; and, passes the estimate and their recommendation to the APTS.
3. Upon approval of the project requirement, the CMC will either provide O&MMC funds--up to a limit specified by MCO P11000.5--or will program and budget for the project in the military construction (MILCON) program, in accordance with the current edition of MCO P11000.12.
4. The EFD, with appropriate Marine Corps or Navy funding, writes the detailed specification, sends out a solicitation for bid, and negotiates the contract in accordance with the NAVFAC P-68, Contracting Manual.
5. Guidance is contained in the current edition of MCO 2305.13/NAVFACINST 2305.11, a jointly published directive, for providing unofficial telephone service (class B). Information concerning the support authorized to on-base morale/support activities, including telephone services, is contained in the NAVCOMPT Manuals, volumes 3 and 7. Information concerning the acquisition of telephone service is found in the current edition of MCO P11000.5. Rates and account procedures are established by the NAVCOMPT Manual, volume 3.
6. Sale of official telephone service may be provided to authorized U.S. Government, certain foreign governments, and morale support activities in accordance with the NAVCOMPT Manual, volume 3.

3002. LEASED LINES

1. A leased line is a point-to-point, dedicated or "hotline" circuit, rented from the telephone company full time for special purposes. High-speed computer circuits, because of the special conditioning necessary, are normally carried over leased lines instead of regular switched telephone circuits.

2. Communications requirements which appear to justify the establishment of dedicated circuits must be carefully evaluated. Telephone company representatives can provide valuable guidance in the selection of the best service at the least cost. They usually give the consulting service at no charge and will aid in writing the TSR in terms which will ensure proper installation by the local telephone company. In many cases, the service needed can be met by one or more of the following:

a. Regular dial-up service.

b. The WATS termination (must be approved by the servicing NAVFACENGCOM prior to submitting a feeder TSR).

c. On-call circuits, established when needed, for paths requiring special conditioning, for specific occasions.

d. Part-time circuits, which are connected for only part of a day instead of 24 hours a day.

3. Routine leased-line requirements are input to the planning cycle via the New Telecommunications Circuit and Leased Services Requirements Report, described in paragraph 5005. Programming and budgeting are effected through the normal channels of the activity.

4. All leased lines procured through the DECCO are centrally funded by the CMC (Code CCT). Leased-line requirements which have not been previously identified and programmed for must be forwarded to the CMC by the requesting activity, for consideration in the POM and subsequent budget processes for the first 2 years. After this 2-year period, the CMC will budget for the circuits.

5. Commands which have an urgent requirement for a leased circuit, but which cannot budget for it locally, should contact the CMC (Code CCT) for assistance. Fleet Marine Force (FMF) commands with operational or exercise circuit requirements normally receive funding support from the appropriate fleet commander-in-chief, through the operational chain of command.

6. The procurement of local circuits are normally acquired by communication service authorization (see appendix A) authorized by the APTS. All other circuits are requested by the TSR. See paragraph 3011.

3003. AUTOMATIC VOICE NETWORK (AUTOVON)

1. Complete information for procuring service from the DCA AUTOVON for the DON activities is contained in the current edition of OPNAVINST 2305.13. Basic guidance on the AUTOVON can be found in the ACP 121, US SUPP-1.

2. Requests for service will be in the TSR format, as shown in the DCA Circular 310-130-1.

3. The COMNAVTELCOM programs and budgets for the AUTOVON and the AUTOSEVOCOM costs.

3004. AUTOMATIC SECURE VOICE COMMUNICATIONS (AUTOSEVOCOM). Pertinent information for Marine Corps users is provided by MCO 2023.1. ACP 121, US SUPP-1 promulgates basic joint guidance. Requests are submitted via the TSR to the COMNAVTELCOM, with a copy to the CMC (Code CCT).

3005. FEDERAL TELECOMMUNICATIONS SYSTEM (FTS). Directions for the DON use of the FTS are in the current edition of NAVTELCOMINST 2300.17. Requests for service are submitted to the COMNAVTELCOM via the CMC (Code CCT).

3006. DEFENSE TELEPHONE SYSTEM (DTS). A DTS may exist in major metropolitan areas where the Department of Defense (DOD) activities are concentrated. Each DTS is a centrally managed system which, in accordance with its charter, provides telephone service to all the DOD activities in the area. Marine Corps commands then become subscriber activities in the sense of this Manual.

3007. AUTOMATED DATA PROCESSING (ADP) LINES. Procedures shall be as specified in the current edition of MCO P5200.15, Automated Data Systems Manual (ADSM), and in paragraph 3002, herein. To prevent adverse impact on the existing telephone system, activities will ensure that all requests are processed through the APTS and that all lines are approved by the installation CEO prior to the ADP equipment installation or modification.

3008. INTERCOMMUNICATION SYSTEMS. The current edition of NAVFACINST 2305.7 contains guidance on the procurement and control of intercommunication systems in naval shore activities. For small systems, the NAVFACENCOM contracting need not be used. The commander may contract locally in accordance with the current edition of MCO P11000.5.

3009. TELEPHONE SYSTEM UPGRADES. When a telephone system is approaching its maximum capacity, or when an outdated government-owned system must be replaced, timely project submissions must be made by the APTS. A message or letter must be submitted to the cognizant EFD in accordance with the current edition of NAVFACINST 11000.32 requesting that an engineering study, cost analysis (leased versus government-owned) and a cost estimate of the proposed system upgrade be provided to the requesting activity. On approval of the activity commanding general or commander, the results are forwarded to the CMC to ensure the inclusion of the requirement in the budget cycle. Programming and budgeting for government-owned systems is submitted to the CMC (Code LFS). Leased-systems funding requirements are budgeted for by the installation. Projects which include the requirement for a new telephone building are submitted as an MILCON project in accordance with the current edition of MCO P11000.12 and are submitted to the CMC (Code LFF).

3010. TELEGRAPH PRINTERS. All commercial telegraph printer stations to be installed by Marine Corps activities must be approved by the CMC (Code CCT).

3011. TELECOMMUNICATIONS SERVICE REQUEST (TSR)

1. Requests to start, stop, modify, or change the DECCO-procured leased lines and all the DCS services must be submitted in the TSR format, as specified in the DCA Circular 310-130-1 and the current edition of NAVTELCOMINST 2880.1. A 60-day leadtime is required by the COMNAVTELCOM in order to provide service by a specific date.

2. The administrative processing chain for TSR's is as follows:

- a. The subscriber activity with the circuit requirement provides pertinent information to the APTS.
- b. The APTS formulates the preliminary feeder TSR, and forwards it to the CMC (Code CCT) with a copy to (or info addressee in the case of a message) the COMNAVTELCOM.
- c. The CMC (Code CCT) validates the request and where appropriate, identifies the funding source to the COMNAVTELCOM.
- d. The COMNAVTELCOM validates the request, writes the final TSR, and forwards it to the DCAOC.
- e. The DCAOC checks the TSR for technical and engineering adequacy, and passes it to the DECCO.
- f. The DECCO approves the TSR and contracts directly with the vendor for installation of the circuit. The DECCO procurement procedures are contained in the DCA Circular 350-135-1.

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CHAPTER 4

OPERATION AND MAINTENANCE OF TELEPHONE SYSTEMS

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MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 4

OPERATION AND MAINTENANCE OF TELEPHONE SYSTEMS

4000. GENERAL. Operation and maintenance includes the day-to-day functioning, repair, and preventive maintenance actions taken to ensure that the installation telephone system operates at its peak efficiency. Accurate resources management and prompt corrective action are necessary for both leased and government-owned telephone systems to provide the service required. Corrective action required differs between leased and government-owned systems.

4001. GOVERNMENT-OWNED TELEPHONE SYSTEMS

1. Operation. Normal telephone installations, removals, and relocations, as well as day-to-day manning functions of the telephone system, are done by the APTS personnel.

2. Maintenance. Routine maintenance is accomplished by the APTS personnel, funded by Operations and Maintenance Marine Corps (O&MMC) appropriations (non-real property expenses under Functional Category Code (FCC) L, cost account code 6A60, see NAVCOMPT Manual, paragraph 024600). Major repairs are funded by O&MMC and Operations and Maintenance Marine Corps Reserve (O&MMCR) appropriations FCC L.

3. Records. The APTS shall maintain detailed up-to-date plant account records of all installed equipment (including inside and outside plant) the location and connections of all installed wire, cables, telephone instruments and extensions in use. This record shall be checked against the annual equipment inventory. Cable records will be maintained on all installed cables.

4. Inventory. Annually, the APTS will take an inventory of the installation telephone system. The inventory will include both physical equipment and verification of all leased lines or other services being provided from external sources. See paragraph 4004 for leased line management, paragraph 5003 for additional review requirements of the telephone system, and paragraph 5005 for the annual submission of telecommunications requirements.

5. Minor Changes. The authority of the APTS to locally approve and implement minor system changes is covered in the current edition of MCO P11000.5.

4002. LEASED-TELEPHONE SYSTEMS

1. General. The exact manner in which the leased-telephone system will be operated is detailed in the contract negotiated for the APTS by the NAVFACENGCOM EFD and the telephone company. The responsibility for maintenance, surveys, provision of operators, and supervision of the system are specified in the contract. The contracts, procured as described in chapter 3, may be written to include almost any level of participation by the APTS personnel, depending upon the requirements of the Marine Corps.

2. Inventory. Annually, the APTS representatives will inventory all telephone instruments and equipment installed by the telephone company. This annual inventory will be used to verify the service being provided by the telephone company and to reconcile changes made to the system since the previous inventory. See paragraph 4004 for leased-line recertification, paragraph 5003 for periodic review of the telephone system, and paragraph 5005 for the annual submission of telecommunications requirements.

3. Changes to Leased Systems

a. Minor relocations, new service, and similar changes to the system are made under the provisions of the basic contract. The authority of the APTS to make changes to the leased system is contained in paragraph 2002. Only the APTS will be authorized to make changes thereby maintaining centralized control of the system.

b. The APTS orders minor changes to leased systems by means of the Communications Service Authorization (CSA) (DD Form 428), the monetary limits of which are negotiated in the Navy general telephone contract for that geographical area. Changes which would exceed the installation's authorized maximum limit must be separately contracted as specified in chapter 3.

c. The CSA's (DD Form 428) shall be issued to:

(1) Order commercial service.

(2) Specifically authorize each modification of a leased- or rented- telephone system affecting:

(a) local exchange trunks.

(b) terminal room equipment directly associated with the operation of a particular telephone, such as terminal blocks, fuses, and protectors.

(c) custom work, such as pole line or conduit construction.

(3) Authorize installation of telephone recording and reproducing equipment and special equipment, such as keys and extension bells.

(4) Authorize monthly carrying charges and rates established under the governing contract for installed telephone facilities and initiated services.

(5) Authorize payment for each revision of recurrent and nonrecurrent charges resulting from additions or retirements of plant equipment.

d. Execution of the CSA's

(1) The Navy general telephone contract number in effect for the geographical area in which the requesting Marine Corps activity is located shall be obtained from the cognizant NAVFACENGCOM EFD.

(2) Each DD Form 428 issued shall be identified by the prefix "MC" followed by the activity accounting number, and shall be numbered consecutively by fiscal year.

(3) The completed requisition shall indicate the activity, telephone company, general contract number, a description of service (to include date of installation), the monthly rate, accounting data (appropriation, object class, expenditure account number, bureau control activity number, and bureau control number), and the name and grade of the disbursing officer making payment.

(4) Copies of the completed form shall be distributed as follows:

(a) original to the APTS

(b) one signed copy to the servicing telephone company

(c) one copy to the appropriate disbursing officer

(d) one copy to the installation's telephone officer.

(5) Monthly bills received for services which have been provided shall be submitted to the disbursing officer designated on the DD Form 428.

4003. PARTLY OWNED TELEPHONE SYSTEMS. In some cases where the telephone company has taken over the operations of a previously government-owned telephone system, the Government will retain ownership of certain items, typically, outside plant equipment. Where the telephone company uses this equipment, it pays a compensation according to the basic contract. A suggested guide for that process is contained in the current edition of NAVFACINST 2300.2.

4004. LEASED-LINE MANAGEMENT

1. Annually, the APTS will require users to recertify all leased lines, in order to ensure that the circuits are necessary and that they fill current requirements. The recertification shall include a statement to the effect that a lesser class of service would be inadequate. The recertification will be conducted so that the results are available for the New Telecommunications Circuit and Leased Services Requirements Report, paragraph 5005.

2. The monthly bill will be validated by the user as described in paragraph 4005.

3. Leased-line service shall be terminated only by the APTS, based upon a request from the user. This allows centralized control of circuits aboard the installation. The termination request shall be in the TSR format for the DECCO-contracted circuits, and will be submitted immediately after the termination date is identified.

4005. PROCESSING TELEPHONE BILLS. Upon receipt, the APTS will segregate the telephone bill by subscriber activity. The subscriber activities then verify the accuracy of the services, equipment, and toll charges assessed on the telephone bill using the activity's toll call log and verification of the actual installed equipment. The annotated bill is returned to the APTS for payment. Charges which cannot be identified will be adjusted with the telephone company by the activity telephone officer.

4006. FACSIMILE AND DIAL-UP DATA SERVICE

1. The current edition of NAVFACINST 2305.14 and ACP 121, US SUPP-1 provide guidance on the use of facsimile and data service on the AUTOVON lines.

2. When equipment such as telecopiers or facsimile devices will be used over the administrative telephone system, the APTS will be notified, in order to assess the impact on the telephone system. Instruments such as facsimile and dial-up data transmission sets have significantly different call holding times than regular voice calls, which affects one of the basic premises of telephone system traffic engineering, i.e., time on line. This may necessitate the APTS placing certain restrictions on hours of use. The APTS should consider dedicated on-installation circuits, as a more efficient means of providing service.

3. Facsimile and data calls on long distance or the FTS circuits will be subject to the same management principles as regular voice calls.

4. Preliminary impact studies on telephone systems can be made by requesting assistance/guidance from the NAVFACENGCON, who will provide the system traffic engineering support.

4007. SPECIAL TELEPHONE EQUIPMENT. Special telephone equipment, used in either a leased or government-owned system, must be specifically justified. The justification must be maintained on file by the APTS. The list of special features include: color choice, touch-tone telephone, (only where additional cost is incurred), speakerphones, automatic dialers, "hand free" telephones, other than standard instruments, etc. See the current edition of NAVFACINST 2300.2 for additional guidance. Special features are encouraged if provided at no cost to the Government.

4008. CLASSES OF TELEPHONE SERVICE. Telephone lines are classified according to their connection capability to long distance networks and according to their use, official or unofficial.

1. Class A. Telephones with off-installation connections, intended for official use are denoted class A. These circuits can access the long-distance trunks, the WATS, and the FTS, where provided. Class AV telephones have the AUTOVON access, in addition to the other off-base circuits. Normally direct access to the AUTOVON is not authorized in quarters; however, for command and control purposes, should adequate justification exist, this service may be requested by the activity through the CMC (Code CC) who will forward the request to the JCS for approval.

2. Class B. Telephones with access to trunks on which commercial costs can be identified as being for unofficial use are denoted class B. They are available for personal use on a reimbursable basis and may be provided to quarters. Class B access to the AUTOVON, the FTS, official leased lines or the WATS trunks is not authorized. The current edition of MCO 2305.13 applies.

3. Class C. Official restricted telephone service, without access to any off-base circuits are denoted class C. Class C lines should be connected so as to receive all types of incoming calls to free the class A and class AV lines for calling out.

4. Class D. Official hotline for guard or alarm services, usually with off-hook or magneto connection are denoted class D. Class D lines are not authorized the AUTOVON access, or off-installation connection without special operator intervention.

4009. TELEPHONE DIRECTORIES

1. Marine Corps telephone directories are published solely to provide official information for the conduct of government business. Emphasis will be placed on clarity, ease of use, and minimized cost of production.

2. No standard format is prescribed for official directories, but the following information should be included:

a. Dialing instructions for local, leased line, long-distance, the AUTOVON, the WATS, and the FTS calls.

b. The AUTOVON numbers for major Marine Corps commands and other frequently called DOD installations.

c. Local emergency numbers listed on or inside the front cover.

d. Instructions for submitting telephone directory changes.

e. A map of the installation(s) covered by the directory.

f. A map of the United States, showing area codes and time zones, with additional time zone listings for Alaska, Hawaii, Japan, and Europe.

3. All telephone directories will include a notice that official telephones are provided only for the transaction of government business; that they are subject to communications security monitoring at all times; and, that all calls to emergency numbers may be recorded without notice.

4. Marine Corps directories will not contain commercial advertising, nor will off-installation commercial concerns be listed.

5. Copies of all telephone directories will be sent to the CMC (Code CCT). In addition, distribution should be made to other Marine Corps installations as appropriate.

6. Global AUTOVON directories are available from the DCA. Requests must be submitted on DCA Form 117, to the Director, Defense Communications Agency (Code 211), Washington, D.C. 20305. This form is a combined request and mailing label, and is available from the same source without cost.

4010. TACTICAL SYSTEMS COMPATIBILITY. The APTS will, wherever possible, establish policies and local procedures to permit the connection of tactical communication equipment to the installations telephone system. This concept will allow the transaction of essential business by units deployed in local training areas. It is not intended that the APTS be required to procure expensive interface equipment for incompatible tactical systems, but that provisions be made for the hookup of technically similar field wire systems.

4011. TELEPHONE MONITORING

1. Implicit Consent. Within the DOD, the act of using official government-owned or government-operated telecommunications systems (including administrative telephones) is considered evidence of consent to monitoring for communications security (COMSEC) purposes. Notice of the intention to conduct periodic COMSEC monitoring and recording must be published in all Marine Corps telephone directories, in accordance with paragraph 4009.3.

2. Recording Telephone Conversations

a. The current policy for recording conversations requires the person who wishes to record the conversation to obtain the verbal consent of each party prior to every recording. A one-time written blanket consent from each individual may be substituted for the specific consent on each call, where repetitive calls are anticipated. Tone warning devices are no longer required.

b. Recording for COMSEC monitoring purposes does not require such consent statements.

c. Fire departments, military police, and military command centers may record all calls without consent. This applies as well to any telephone number publicized as an emergency number.

MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 5

TELEPHONE SYSTEM PLANNING AND REVIEW

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MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 5

TELEPHONE SYSTEM PLANNING AND REVIEW

5000. TELEPHONE SYSTEMS TO REMAIN GOVERNMENT OWNED

1. Administrative telephone systems at certain Marine Corps installations will remain under government operation and ownership. Specific criteria for retaining government operation and ownership includes the need to train and to periodically retrain telephone operations and maintenance personnel; the need to support scheduled rotation of telephone personnel between FMF and base tours of duty; and, the necessity to maintain a trained manpower pool for wartime contingencies.

2. The Secretary of the Navy memorandum of 25 October 1956 authorizes the below-listed activities to maintain government-owned and government-operated telephone systems:

- a. Marine Corps Air Station, Cherry Point, NC
- b. Marine Corps Base, Camp Lejeune, NC
- c. Marine Corps Base, Camp Pendleton, CA
- d. Marine Corps Air Ground Combat Center, Twentynine Palms, CA
- e. Marine Corps Recruit Depot, Parris Island, SC

5001. BUDGETING. General guidance is provided in MCO P7100.8H, paragraphs 5401 and 5402, and in Marine Corps bulletins in the 7100 series.

5002. SUBSCRIBER EDUCATION. The APTS is responsible for the development of a continuing program of subscriber education. Personnel having access to government telephone instruments must be made aware that these instruments are for official use only. Pay telephones are available throughout the installation to conduct personal business.

5003. PERIODIC REVIEW. The installation telephone system all leased lines terminated at the installation will be reviewed every 2 years, in even numbered years, as recommended in the current edition of NAVFACINST 2300.2. The review should be combined with the annual APTS inventory mentioned in paragraphs 4001, 4002, and 4004, to minimize the time spent by the APTS personnel on the two functions. The APTS is also encourage to combine the requirements contained herein with the annual inventory and the review required by the current edition of MCO 4860.3. The object of the review will be to ensure that the current method of operation provides efficient and adequate service to telephone subscribers at the least cost to the Government, and that rationale for continued in-house operation of systems identified in paragraph 5000 remains valid. General guidance for service adequacy is contained in the current edition of NAVFACINST 2300.2. Local records of the review must be maintained only until the following review is completed. No report to higher headquarters is necessary. If deficiencies are discovered, the APTS should take corrective action as soon as possible.

5004. TELECOMMUNICATIONS OPERATING REQUIREMENTS (TELCOR)
DOCUMENTATION.

Computer-generated listings of the DCS and leased circuits at each installation are maintained by the COMNAVTELCOM and periodically are sent to each installation commander and to the CMC. The listings, in accordance with the current edition of NAVTELCOMINST 2800.1, are composed partly from other information provided by installation commanders through the CMC. The listings will show both present circuits and near-term future validated requirements for Navy and Marine Corps tactical circuits and the DCS trunks/circuits.

5005. NEW TELECOMMUNICATIONS CIRCUIT AND LEASE-SERVICE
REQUIREMENTS

1. Annually, when directed by the CMC, all Marine Corps installations will submit to the CMC (Code CCT) a consolidated listing of their future telecommunications requirements in accordance with the current edition of OPNAVINST 2800.2. This listing will include future DCS and leased-line requirements. Administrative telephone requirements are not included in this report.
2. The input allows for central planning and programming of leased-line and the DCS costs; it does not create a TSR for circuit installation. Once the requirement has been added to the budgeting cycle it will appear on part III of the TELCOR documentation for that installation (see paragraph 5004). After the budgeting cycle has been completed the installation must submit a TSR in time for circuit installation.
3. The COMNAVTELCOM will validate, program, budget, and fund for all the DCS requirements.
4. Requests for the DECCO-procured leased lines are centrally funded by the CMC, pending a 2-year budgetary delay. Circuits required sooner must be paid for by the requesting command for the interim period.
5. Figure 5-1 provides a sample format of a submission. The Report Control Symbol DN-2305-01 is assigned to this report.

MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

1. SUBMITTING AUTHORITY: CG MCB Camp Pendleton, CA
2. ITEM NUMBER: 001-82
3. VALIDATION NUMBER: Navy provides
4. GEOGRAPHIC POINT FROM: MCB Camp Pendleton, CA
5. STATE/COUNTRY: Orange County, California
6. GEOGRAPHIC POINT TO: MCAS El Toro, CA
7. STATE/COUNTRY: Tustin County, California
8. REQUESTED OPERATIONAL DATE: 1st Qtr FY85
9. TYPE OF SERVICE: Two-Way Dial, Tie Lines (4 ea)
10. TYPE OF OPERATION: Full-Duplex
11. MOD/DATA RATE: 3 KHz voice
12. CRYPTO: N/A
13. PRIORITY: 00
14. ANNUAL-LEASED COSTS: \$8,640.
15. MANPOWER IMPACT: None
16. JUSTIFICATION: Service required to support displaced Marine Corps air group units and to relieve impact on the AUTOVON, which would be used in lieu of tie lines.

Figure 5-1.--Sample Format for New Telecommunications Circuit and Lease-Service Requirements.

MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 6

ACQUISITION - DISPOSITION OF TELEPHONE OUTSIDE PLANT CABLE

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MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

CHAPTER 6

ACQUISITION - DISPOSITION OF TELEPHONE OUTSIDE PLANT CABLE

6000. BACKGROUND

1. Outside plant cable is carried on the Marine Corps inventory as class 2 real property, therefore the acquisition of new facilities or the disposition of existing facilities must be accomplished in accordance with real property guidelines.
2. Acquisition of outside plant cable is accomplished through the construction process with O&M or MILCON funds, depending on the cost and other factors. The guidance for construction is contained in the current editions of MCO P11000.5 and MCO P11000.12.
3. Disposition is also a formal procedure and must be accomplished in accordance with the current edition of MCO P11000.14.

6001. PROCEDURE FOR USE OF O&M FUNDS

1. O&M funds may be expended for a specific purpose up to \$200,000 (see MCO P11000.5). The following specific purposes are considered appropriate.
 - a. Dedicated lines for electrical system monitoring.
 - b. Dedicated lines for heat plant monitoring.
 - c. Dedicated lines for the supply system.
 - d. Dedicated lines for personnel accounting system.
 - e. Dedicated lines for data circuits.
 - f. Dedicated lines for teletype.
2. The work can be accomplished locally if the cost is less than \$25,000 for a specific purpose. Several purposes may be combined if each is identified and made a matter of record in the project.
3. CMC approval and funding are normally required if the cost for a specific purpose is between \$25,000 and \$200,000. The project should be submitted to the CMC (Code LFF) with a DD Form 1391, Military Construction Project Data and NAVFAC Form 11013/7. All procedures are described in the current edition of MCO P11000.5. The projects will be validated by the CMC by priority, and approved accordingly.

6002. PROCEDURE FOR USE OF MILITARY CONSTRUCTION FUNDS

1. New requirements to support new facilities costing over \$200,000 will normally be accomplished by MILCON as described in the current edition of MCO P11000.12. This program requires long range planning and is accomplished in a 3 to 4 year timeframe.
2. There are occasions when new functions are assigned or conditions change and the work cannot wait for 3 to 4 years. This work is referred to as unspecified minor construction, and can, properly justified, be accomplished for a specific

purpose up to \$500,000. Projects in this category also require a DD Form 1391, and NAVFAC Form 11013/7 plus a certificate of exigency which explains the reason why the project cannot await inclusion in the regular program. These procedures are also described in the current edition of MCO P11000.12.

6003. INVENTORY. The real property class 2 inventory is maintained by the NAVFACENGCOM in Port Hueneme, California. Specific procedures must be followed to modify this inventory upon removal or disposal of equipment or addition of new facilities. These procedures are outlined in the current edition of MCO P11000.14. Procedures to reduce the inventory if cable is removed or destroyed and not replaced are also found within the current edition of MCO P11000.14.

MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

APPENDIX A

GLOSSARY

Administrative Telephone System - An on-installation telephone system used for the normal, daily transactions of routine business. It is usually a separate dial central office, located on the installation, with trunk circuits to a nearby civilian central office for off-installation calls. The administrative telephone system is usually connected to the AUTOVON, accessible to selected subscribers, but is separate from the AUTOVON system.

Activity Providing Telephone Service (APTS) - The activity providing telephone service is the Marine Corps activity which owns and manages or leases the installation's telephone system. Authority is normally delegated to the installation communications-electronics officer for daily system management.

Engineering Field Activity (EFA) - An activity of the Naval Electronic Systems Command (NAVELECSYSCOM or NAVELEX).

Engineering Field Division (EFD) - One of the engineering field divisions of the Naval Facilities Engineering Command (NAVFACENGCOM).

Inside Plant - All administrative telephone equipment housed in the central office (telephone exchange), including switchboards, automatic switching equipment, power equipment, testing equipment, frameworks, and distributing frames and wiring. Differs from "outside plant."

Leased Line - A point-to-point, dedicated or "hotline" circuit, rented from the telephone company full time for special purposes. High speed computer circuits, because of the special conditioning necessary, are normally carried over leased lines instead of regular switched telephone circuits.

Outside Plant - All cables, supporting structures, ductwork, and lines leaving the main distribution frame leading toward subscriber instruments or toward another central office. Differs from "inside plant."

Subscriber Activity - Any unit, office, organization, or department which receives telephone service from the APTS. Included are FMF units, subordinate installation organizations, and other tenant activities.

Telecommunications Certification Office (TCO) - Under the authority contained in the current edition of OPNAVINST 5450.184, the COMNAVTELCOM is the TCO for the Department of the Navy. The TCO is the sole office within the DON authorized to issue a TSR requesting communications service to the Director, DCA. Receipt of a TSR from a service TCO is a guarantee that all costs incurred by the DCA in providing the service will be paid for by the requesting service. Each military service has one TCO.

Telecommunications Service Request (TSR) - A request to start, stop, modify, or change equipment for the DCS circuits, or for those dedicated leased lines obtained through the Defense Commercial Communications Office with appropriated funds. The TSR's are submitted in the format provided by the DCA Circular 310-130-1 to the COMNAVTELCOM via the CMC (Code CCT).

Communications Service Authorization (CSA) - A document (DD Form 428) used for requisitioning local telecommunications service.

Telecommunications Operating Requirements (TELCOR)

Documentation - This document is a computer-generated listing of the DCS and leased circuit status for each installation and is maintained by COMNAVTELCOM. The listing shows present and future circuit requirements.

MARINE CORPS INSTALLATION TELEPHONE SYSTEMS

APPENDIX B

APPLICABLE REFERENCE MATERIAL (Refer to Current Editions)

ACP-121, US SUPP-1 NWP 4	Communications Instructions -General Basic Operational Communications Doctrine
U.S. NAVY REGULATIONS SECNAVINST 11120.1	Programming of Major Telecommunications Requirements
OPNAVINST 2305.13	Policy for the Department of the Navy Use of the Worldwide
OPNAVINST 2800.2	Automatic Voice Network (AUTOVON) Naval Telecommunications System (NTS) Operating Requirements
OPNAVINST 5450.184	Commander, Naval Telecommunications Command; Mission and Functions of Telecommunications Services and Facilities
OPNAVINST 11120.6 NAVMATINST 2305.5	Naval Shore Electronics, Telephone Communications; General Policies and Responsibilities For
NAVCOMPT MANUAL, VOLUME 3 NAVCOMPT MANUAL, VOLUME 7 MCO 2023.1	Department of Defense Automatic Secure Voice Communication Network (AUTOSEVOCOM)
MCO 2305.13 MCO 4200.9	Unofficial Telephone Service DOD Activity Acquisition and Control of Classes 3 and 4 Plant Property (Station Property) and Organic (Minor) Property
MCO 4860.3 MCO P5200.15 MCO 5605.7 MCO P7100.8 MCO P11000.5 MCO P11000.7 MCO P11000.12 MCO P11000.14 NAVFAC P-68 NAVFACINST 2300.2	Operational of Commercial Activities Automated Data Systems Manual Submission of Telephone Directories Field Budget Guidance Manual Real Property Facilities Manual, Volume IV Real Property Facilities Manual, Volume III Real Property Facilities Manual, Volume II Real Property Facilities Manual, Volume IX Contracting Manual Policy and Procedures for Improvement, Maintenance and Operation of Navy Administrative Telephone Systems
NAVFACINST 2305.7	Intercommunication Systems at Shore Activities of the Naval Shore Establishment; Provision and Control of Unofficial Telephone Service at DOD Activities
NAVFACINST 2305.11 NAVFACINST 2305.14	Policy and Procedures for Use of AUTOVON for Nonsecure Facsimile, Graphics Alternate Voice Data and Data Service Equipments
NAVFACINST 11000.32	Engineering Service Request (ESR), Form 11000/764-78, Availability of
NAVTELCOMINST 2300.17	Procedures Concerning Federal Telecommunications System (FTS) Service
NAVTELCOMINST 2800.1	Communications Operating Requirements (COR) Documentation System
NAVTELCOMINST 2880.1	Naval Telecommunication System (NTS) Management Procedures-Telecommunications Service Requests (TSR's)
DCA CIRCULAR 310-130-1 DCA CIRCULAR 350-135-1	Telecommunications Service Requests, Submission of Defense Commercial Communications Procurement Procedures